

## PROGRAM STEPS:

**1**

Download an application form from the City's web-site or pick-up at City Hall.

**2**

Drop-off or email completed application to City Hall  
([planning@campbellriver.ca](mailto:planning@campbellriver.ca))

**3**

Grants awarded to businesses upon completion of construction

## APPLICATION CHECKLIST:

- ☐ Reviewed design guidelines in the City's **Patternbook**
- ☐ Completed **Application Form** and required documents attached
- ☐ Copy of **Property Title** (no more than 30 days old)
- ☐ Two (2) **Contract Quotes** for project
- ☐ Building **owner authorization**  
If you are applying as the tenant of a building, attach a letter of consent from the owners stating that you are allowed to make these changes to the building.

Please note: to be eligible to receive a grant, all **taxes and fees must be paid**.

- ☐ Property taxes
- ☐ Utility taxes
- ☐ Business license fees

### Questions?

Email or call the City's  
Community Planning &  
Development Services Department  
Tel: 250-286-5725  
E-mail: [planning@campbellriver.ca](mailto:planning@campbellriver.ca)





## DOWNTOWN FAÇADE IMPROVEMENT PROGRAM APPLICATION FORM

### Applicant

Last Name:

First Name:

Address:

City:

Postal Code:

Phone:

Email:

APPLICANT:

☐ Property Owner

☐ Business Owner

### Property Information

Address:

Legal Description:

PID:

### Owner

If you are applying as the tenant of a building please provide the following information and attach a letter of consent from the owners stating that you are allowed to make these changes to the building.

Last Name:

First Name:

Address:

City:

Postal Code:

Phone:

Email:

I understand that my submission of an application does not constitute a guarantee for funding under the Downtown Façade Improvement Program. I certify that all information is true and accurate to the best of my knowledge and, if approved, work will be completed in accordance with the terms and conditions of the Performance Agreement entered into with the City of Campbell River.

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*Applicant Signature*

### Description of proposed project (attach required documents to application):

- ☐ photos of existing conditions
- ☐ detailed specifications and associated costs
- ☐ technical and to scale drawings
- ☐ materials and color samples
- ☐ brief description of project (100 to 300 word summary)

Cost estimate:

Material Cost:

Labour Cost:

Grant requested:

**Approximate start and completion date:**

**\*Required permits:**

Please note that your façade improvement may require a building permit in order to be completed. If you have questions about which permits, please contact the City of Campbell River Community Planning and Development Services Department.

**Building information:**

Number of floors:

Total square feet:

**Current use:**

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Retail      | <input type="checkbox"/> Restaurant       |
| <input type="checkbox"/> Office      | <input type="checkbox"/> Other Commercial |
| <input type="checkbox"/> Residential | <input type="checkbox"/> Mixed Use        |